

## Division of Payment Management Financial Contact Form

\*Please print or type

Action Requested (check one):

- ☐ Establish New User Access
- ☐ Change Existing User Access: Current PMS Username\_\_\_\_\_
- ☐ Deactivate User Access: Current PMS Username\_\_\_\_\_

Completed by Federal Agency

Fed. Agreement Number:\_\_\_\_\_

If changing or deactivating user access, please provide the following:

Payee Identification Number(s) (PIN):\_\_\_\_\_

Do you need access to (or to deactivate) all accounts associated with this PIN(s) ☐ Yes ☐ No

If not, list the Payee Account Numbers for which you are requesting access (or deactivation): \_\_\_\_\_

If establishing new user access or changing existing user access, please provide the following:

Name of Institution/Organization:\_\_\_\_\_

Name of Financial Contact:\_\_\_\_\_

Title of Financial Contact:\_\_\_\_\_

Telephone Number:\_\_\_\_\_

Fax Number:\_\_\_\_\_

Email Address:\_\_\_\_\_

Mailing Address:\_\_\_\_\_

Type of Access requested for user. Please check **ALL** that apply.

### Payment Requests and Inquiries

- ☐ Payment Requests and Inquiries
- ☐ Inquiry Only

Supervisor's Name (Please Print):\_\_\_\_\_

Supervisor's Signature:\_\_\_\_\_

Supervisor's Title:\_\_\_\_\_

Date:\_\_\_\_\_

**PLEASE MAIL THIS FORM, ALONG WITH YOUR SF-1199A, DIRECT DEPOSIT FORM, TO THE NATIONAL PARK SERVICE'S HISTORIC PRESERVATION GRANTS DIVISION AT 1201 I (EYE) ST. NW (2256), 6<sup>TH</sup> FLOOR, WASHINGTON, DC 20005.**